

DUTY STATEMENT

Employee Name:	Position Number: 580-230-4924-909
Classification: Program Manager I, OES	Tenure/Time Base: Permanent/Full-Time
Working Title: Regional Disaster Public Health Manager	Work Location: 1615 Capitol Ave Sacramento, CA 95814
Collective Bargaining Unit: S07	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response / Division of Program and Response	Branch/Section/Unit: Program and Response Branch Response Section, Regional Disaster Public Health Representative Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by enhancing preparedness and response for emerging public health threats through serving as a Regional Disaster Public Health Manager (RDPHM).

Under the direction of the Center for Preparedness and Response (CPR), Response Section Program Manager II, the Program Manager I (PM I) will serve as the Chief of the Regional Disaster Public Health (RDPH) Unit, comprised of Senior Emergency Services Coordinators. The RDPH Unit Chief is responsible for oversight of the California Department of Public Health's (CDPH) Regional Disaster

Public Health Representative (RDPHR) Program. The PM I will develop RDPHR roles and responsibilities in accordance with CPR's program vision, manage and provide oversight to the CDPH RDPHR program, and work with internal and external partners, the six California Mutual Aid Regions and the counties represented within each region, Emergency Medical Services Authority (EMSA), California Governor's Office of Emergency Services, California Emergency Support Function (CA-ESF) 8 and other CA-ESF partners, and the California Health and Human Services Agency to ensure continuity of preparedness, response, and recovery activities.

To address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs. Up to 50% travel is required.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 50%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Oversight of the California Department of Public Health's (CDPH) Regional Disaster Public Health Representative (RDPHR) Unit including Senior Emergency Services Coordinators serving as RDPHR's in the California mutual aid regions. This role works closely with internal (CDPH) and external partners, the six California Mutual Aid Regions and the counties represented within each region, the Emergency Medical Services Authority (EMSA), the California Governor's Office of Emergency Services, California Emergency Support Function (CA-ESF) 8 and other CA-ESF partners, and the California Health and Human Services Agency to ensure continuity of preparedness, response, recovery, and mitigation activities.
- 20% Provides leadership and guidance for the RDPHR Unit, to include planning, developing, and prioritizing assignments. Manages the development, implementation, and revision of RDPHR policies and procedures, ensuring continuity of effort and a streamlined process for preparedness, response, and recovery activities. Concurrently functions as the RDPHR for mutual aid Region IV. Manages multiple projects in an organized manner and ensures that projects are completed in a timely manner and on schedule. Provides the Response Section PM II with project status updates on a regular basis including any barriers/risks to completing the project(s). Maintains consistent project oversight through regular one-on-one and Unit meetings with staff. Collaborates on cross-unit meetings on an as-needed basis. Perform the most difficult and sensitive work including internal and external partner engagement. Assists the Response Section PM II in all matters pertaining to the Response Section as needed.
- 15% Establishes and maintains extensive knowledge of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the California Public Health and Medical Emergency Operations Manual (EOM), the state emergency response structure as

outlined in the CA State Emergency Plan (SEP), local, regional, state, and federal emergency preparedness and response plans, resources, and authorities. Maintains current working knowledge of state and regional public health plans and policies relating to emergency preparedness and response. Acts as a recognized authority for assigned regions response operations.

- 15% Works within mutual aid Region IV in conjunction with the existing Region IV Regional Disaster Medical Health Specialist personnel to coordinate medical and health disaster situation reporting and resource management within the region and/or in support of other affected regions during a public health and medical emergency response.
- 15% Travels to all six (6) mutual aid regions as needed to meet with RDPH Unit staff, attend meetings and participate in workshops, trainings, exercises, planning meetings, and other regional events on behalf of CDPH CPR related to regional disaster public health issues. Attends Federal and State training programs, in-services, and continuing education courses to maintain program knowledge and skills.

Marginal Functions (including percentage of time)

- 5% Other job-related duties as required. The incumbent may be requested, on short notice, to work irregular and overtime hours during disaster operations in order to support CDPH CPR.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: AC

Date: 07/2025